

Privacy Notice – Representative contact details for managing delivery of Covid-19 testing.

Purpose of processing personal data To enable Covid-19 testing to be delivered by schools and colleges and supported by the Department for Education (DfE), the DfE needs to process personal data of a designated representative for each school or college. DfE will only use the personal data that is collected from the school or college specifically for the purpose of supporting the delivery of Covid-19 testing in schools and colleges, including the maintenance of an audit record of delivery. A school or college should share this Privacy Notice with their designated representative to ensure the individual is informed of the processing of their personal data by the DfE.

Personal data involved in the process

A school or college will supply to DfE the following information about a designated representative for the above purpose:

- Name of individual
- Work email address
- Work mobile telephone number

linked to the identity (Unique Registration Number) of the school or college

Lawful basis for processing the personal data

When the school or college supplies the personal data to the DfE for the above purpose, the DfE becomes a Data Controller of that data. The DfE processes the personal data as part of its legitimate interest, supporting schools and colleges in the delivery of their public health duty. The DfE will only process the minimum of personal data required to meet the above purpose.

Data sharing partners

The personal data is securely shared by DfE with a third-party data sharing partner (SERCO, a delivery partner of the Department for Health and Social Care) who will only process the personal data on behalf of the DfE for the above purpose.

How we store the personal information

The information will only be stored and shared securely with the DfE's third-party data sharing partner for the above purpose. Only a restricted minimum of individuals within DfE and the third-party data sharing partner will access the personal information for the above purpose. **How long we process your personal data** The minimum of personal information will be retained by DfE and the third-party data sharing partner only for as long as necessary to fulfil the

Centre Contact Numbers: **Crawley:** 01293 883209 **Burgess Hill:** 01444 232771
Lancing: 01903 958968 **Worthing:** 01903 895465 **Littlehampton:** 01903 278210
Chichester: 01243 956976

Head Teacher Doug Thomas
Deputy Head Teacher Ben Thomas
Deputy Head Teacher Helen Ellis
Business Manager Samantha Channon

above purpose, following which it will securely destroyed. DfE currently anticipates the information being retained for a minimum of 12 months.

Your Rights

Under data protection law, individuals have rights relating to their personal information, including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you. Please contact us as described below if you wish to make a request. **Further information and how to make a request or complain**

Further information about how the DfE processes personal data is published in the [DfE's personal information charter](#). If you have any concerns about our use of your personal information or wish to make a request or complaint to the DfE please use the contact details published in our information charter.

You can also complain to the ICO if you are unhappy with how DfE uses your data.

The ICO's address:
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Helpline number: 0303 123 1113

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